

Instructions to Applicants for Pre-qualification

A. General

1. The Louis Berger Group, Inc. (LBGI) will receive applications for pre-qualification of eligible contractors for the Rehabilitation of Economic Facilities Services Program of USAID/Afghanistan.

B. Submission of Applications for Pre-qualification.

2. Applications for pre-qualification are to be submitted to LBGI as shown below.
3. Applications shall be submitted in one original and one copy in sealed envelopes. The envelopes shall be marked "Application for pre-qualification for any of the following categories of construction projects:
 - A. Rehabilitation and/or reconstruction of Roads and Bridges.
 - B. Rehabilitation and/or reconstruction of Water Supply & Sanitation Systems, including water treatment plants, pump stations, reservoirs, waterlines, sewerage treatment plants, sewer lines and etc.
 - C. Rehabilitation and/or reconstruction of Electric Power Transmission and Distribution Systems, including electric substations, distribution lines and etc. in provincial towns;
 - D. Rehabilitation and/or reconstruction of Irrigation Systems, Dams/Diversions, and Canals;
 - E. Rehabilitation of Schools, Medical Centers and Municipal Buildings
4. All information provided shall be in English.
5. Answers must be provided to all questions. If necessary, additional sheets may be attached to the submittal.
6. An authorized principal of the company shall sign the document submitted and initial all pages of the submittal.
7. All documents submitted by applicants shall be treated as confidential and will not be returned.
8. LBGI will inform all applicants of the result of their application. LBGI reserves the right to reject or accept any application and to annul the pre-qualification process and reject all applications, without thereby incurring any liability to the affected applicants or any obligation to inform the applicants of the grounds for the action of LBGI.

C. Pre-qualification Questionnaire

9. The pre-qualification questionnaire contains the following six forms:

Form I	-	Letter of application
Form II	-	General Information

Form III	-	Financial Data
Form IV	-	Record of Experience
Form V	-	Equipment
Form VI	-	Staff

If necessary, additional sheets may be added to the forms. Such attachments shall be clearly marked as follows: Form I, page 1; Form I, page 2, etc.

D. Evaluation of Applications for Pre-qualifications

10. LBGI will determine the eligibility of each applicant to participate in procurements being financed by USAID. Experience, financial capacity, and technical capability, including equipment and experience of staff, will be the chief factors in determining the eligibility of contractors for pre-qualification.
11. In the event discrepancies are found in the information submitted, the application shall be considered unsatisfactory and the applicants not eligible to bid until such discrepancies are satisfactorily resolved. LBGI will not enter into any correspondence with the applicant except to seek clarification when necessary.
12. LBGI's decision to accept or reject any application for pre-qualification will be Final.

Form I – LETTER OF APPLICATION

Registered Business Name:

Registered Business Address:

Telephone No.:

Fax No.:

To: Louis Berger Group, Inc. (LBGI)
 Street No. 13, House No. 1
 Wazir Akbar Khan
 Kabul, Afghanistan

Sir:

- 1. We hereby apply to be pre -qualified with LBGI to participate as bidder in the Rehabilitation of Economic Facilities Services Program (REFS) administered by LBGI for USAID/Afghanistan, for the following Categories:**
 - A. Rehabilitation and/or reconstruction of Primary Roads and Bridges;
 - B. Rehabilitation and/or reconstruction of Secondary Roads and Bridges;
 - C. Rehabilitation and/or reconstruction of Water Supply and Sanitation Systems, including pump stations, reservoirs, treatment plants, pipelines, etc.
 - D. Rehabilitation and/or reconstruction of Electric Power Transmission and Distribution Systems, including electric substations, distribution lines and etc. in provincial towns;
 - E. Rehabilitation and/or reconstruction of Irrigation Systems, Dams/Diversions, and Canals;
 - F. Rehabilitation of Schools, Medical Centers and Municipal Buildings
- 2. We authorize LBGI or its authorized representatives to conduct any investigations for the purpose of verifying the statements, documents and information submitted, and to clarify the financial and technical aspects of this application.**
- 3. The names and positions of the persons who may be contacted for further information, if required are as follows:**
 - (a) Technical:
 - (b) Financial:
 - (c) Personnel:
- 4. We declare that the information provided in this application are complete, true and correct in every detail.**

Respectfully,

.....
 (Name and title of authorized Representative)

Form II - GENERAL INFORMATION

Company Name:

1. Head Office Address:

Telephone: Fax:

2. Regional Office Address (if any):

Telephone: Fax:

3. Local Office Address (if any):

Telephone: Fax:

**Country and Year of
Incorporation:**.....

Main Line of Business: _____

1. _____ Since: _____

2. _____ Since: _____

3. _____ Since: _____

4. _____ Since: _____

FORM III – FINANCIAL DATA.

A. Summary of assets and liabilities on the basis of audited financial statements of the last three years.

	Years:	1999	2000	2001
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(1) Total Assets				
(2) Current Assets				
(3) Total Liabilities				
(4) Current Liabilities				
(5) Net Worth (1 –3)				
(6) Working Capital (2 -)				
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B.

1. Name and address of commercial bank providing credit line:

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2. Total amount of credit line:

3. List of completed and ongoing contracts during the last three years related to the rehabilitation and/or construction of roads and bridges; water and sanitation systems and solid waste disposal; schools, medical facilities and public administration buildings; electric power transmission and distribution system, and irrigation systems, dams/diversions and canals.

		Contract Period			
<u>Nature of Work</u>	<u>Value of contract</u>	<u>Start</u>	<u>Completion</u>	<u>Owner's Name</u>	<u>Phone No.</u>

(i)

(ii)

Etc.

Form IV - RECORD OF EXPERIENCE

1. Total number of years experience in the construction of:

- National Primary, Secondary and Provincial Road System ofyears
- National Primary, Secondary and Provincial Roadway Bridges..... years
- Public Buildings (Schools, Medical Facilities, Administration, etc.) ... years
- Water & Sanitation Projects (pipelines, pump stations, treatment plants, reservoirs, solid waste disposal, etc.) years
- Electric Power transmission and distribution systems..... years
- Irrigation Systems, Dams/Diversions and Canalsyears

2. Total number of years experience in other specialized construction: years

<i>NATURE OF WORK</i>	<i>YEARS OF EXPERIENCE</i>
(i)	
(ii)	
(iii)	
(iv)	
(v)	
(vi)	
(etc.)	

Form V – EQUIPMENT AVAILABLE FOR THE PROJECTS

<u>Description</u>	<u>No. of each</u>	<u>Year of manufacture</u>	<u>Leased of Owned</u>	<u>Size/Capacity/Performance</u>
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A. Construction Equipment

B. Vehicles, Trucks

Form VI – STAFF PROPOSED FOR FUTURE WORKS

Supply the following information for each member of staff proposed:

- Position (e.g. Gen. Mgr. Administration, Technical, Supervisor, Others)
- Names
- Years of Experience
- Relevant Experience
- Education

1.

2.

Etc.